

OVER KELLET PLAYGROUP

England & Wales · Charity number 1029338

Details

Other names	OVER KELLET UNDER FIVES GROUP
Status	Registered
Legal form	Other
Registered	1993-12-08
Register	View on the Charity Commission register

Contact

Address	Over Kellet Village Hall Church Bank Over Kellet Carnforth LA6 1DT
Phone	07471124423
Email	contact@overkelletplaygroup.co.uk
Website	www.overkelletplaygroup.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: We provide high quality care and education for children below statutory school age working in partnership with parents to help children learn and develop. We aim to add to the life and well being of the local community and offer parents and children a service which promotes equality and diversity.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- Lancashire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£144,259	£127,261	-	-
2024-08-31	£101,163	£97,523	-	-
2023-08-31	£116,381	£123,709	-	-
2022-08-31	£118,049	£107,613	-	-
2021-08-31	£98,147	£96,658	-	-

Trustees

Name	Role	Appointed
Zoe Midgley	Chair	2018-10-02
Anne-Marie Steel		2023-03-07
Claire Shafi		2025-11-25
Lois Barnes		2024-01-23
Nicola Mazurek		2025-11-25

OVER KELLET PLAYGROUP

England & Wales - Charity number 1029338

Accounts



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)

Over Kellet Playgroup

For the financial year beginning on 1st September 2024 and ending on 31st August 2025

Address:

Over Kellet Village Hall
Church Bank
Over Kellet
Carnforth, LA6 1DT

Telephone:

07471 124423

Email Address:

contact@overkelletplaygroup.co.uk

Website Address:

www.overkelletplaygroup.co.uk

Facebook Address:

en-gb.facebook.com/overkelletplaygroup

Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Anne-Marie Steel (Secretary)
Lois Barnes (Treasurer)
Heather Ellershaw
Susannah Burden

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2025, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to deliver high-quality sessional early years education and childcare in the Village Hall during term-time, welcoming children from the age of two until they begin school.

As is often the case, the autumn term began quietly – in contrast to the busy summer term before the holidays. Yet it wasn't long before our new cohort of preschoolers found their confidence, the younger red group found their feet, and Playgroup was filled with energy, curiosity, learning and fun.

To support each child's development and individual needs, Playgroup maintains staffing levels above the statutory EYFS staff-to-child ratio. This year, we were also pleased to provide one-to-one support for children with SEND, ensuring inclusive and tailored care.

We were fortunate to welcome a variety of visitors who enriched our sessions and talked to the children about various topics. Our heartfelt thanks go to the three opticians, two dentists, two police officers (especially for letting us hear the siren!), Anna the nurse, and Susan the Lollipop Lady. Special thanks also to Edwin (for his ability to fix anything) and to all who support Playgroup behind the scenes – including Lesley Gee and the Village Hall trustees, Peter Thomas, Jack Winder, and Janet Rigg for sewing our Pirate Galleon sails!

Wilson's Endowed School in Over Kellet continued to offer Monday afternoon preschool sessions to prospective pupils during the latter half of the autumn and summer terms. We believe this initiative provides a valuable transition opportunity for children preparing to start school. In May, the school understandably ceased offering wraparound care (Breakfast and After School Club) to preschool children; this was one of several factors that prompted a broader review of Playgroup's services.

In addition to our annual parental questionnaire, we conducted a survey to assess childcare needs in the local community – including demand for places for under-twos, school holiday clubs and ideal opening hours. Based on the feedback, the trustees have developed exciting plans for the year ahead, including:



- Extended opening hours
- Free breakfast provision (with registration as a food business)
- Increased weekly optional activities (Reading Fairy, SuperBallPaul, Cookery Club)

These changes will significantly strengthen our offer, and we're enthusiastic about the year to come.

January saw an unprecedented rise in enquiries and new starters, driven by the expansion of Early Education Funding. Summer term occupancy was excellent, and next year looks even more promising. To meet growing demand, we were delighted to welcome Alison to the team. Her extensive experience as a teaching assistant and in SEND has already made a positive impact.

The trustees remain deeply grateful to our dedicated staff team — especially our manager, Lynsey — for their continued commitment to nurturing every child's learning and development with care, creativity, and enthusiasm.

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Managers and Business Manager) manage the charity. The trustees take an overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Managers and Business Manager.

Manager's Report

Despite it feeling like a quieter than normal start to the year, the children and staff enjoyed exploring our half termly topics, especially the many craft and role play activities. The children enjoyed spending a lot of time in the garden, harvesting the fruit and vegetables that we had grown, causing us to explore the option of getting an allotment site, based on Church Bank in the village. Playgroup's name has been added to the waiting list and we are making plans and sourcing equipment ready for us receiving notification that one has become available.

A huge thanks must go to Rev. Matt from St Cuthberts CE Church, Over Kellet, who took the time out of his busy schedule to visit us at Playgroup. Armed with fancy dress clothes and props, Rev. Matt helped us to retell the Christmas story which we all found very exciting.

Leapers View Quarry, Carnforth, were very generous in donating new stones for our quarry area which was looking increasingly well-loved but depleted in stones. The children were thrilled to be able to get back to work in the area with their dumper trucks and diggers.

As the number of children picked up, we explored new activities and clubs which could be introduced for the children. We managed to secure a Friday afternoon session with



SuperBallPaul, initially fortnightly, which quickly became weekly as the children enjoyed the sessions with him so much. Our sessions with the Reading Fairy recommenced on a Wednesday morning and we introduced a Cookery Club on a Thursday afternoon which the children loved.

The year has been filled with lots of fun activities, special visitors helping to support our learning, and a very busy week with the sponsored Olympics. Our pre-schooler leavers service was very well attended, and the children enjoyed being able to demonstrate all they have achieved throughout their time with us at Playgroup, to the Mums, Dads, and Grandparents in the audience. It was the perfect way to end another fantastic year.

Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the summer term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding*. We have no control over percentage increases to the hourly base rate which determines our income. This is a time of change as more children are becoming eligible for the working families entitlement; (please see www.lancashire.gov.uk/education/childcare). The impact this will have on our setting is still not fully understood.

Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our nine members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, IT equipment and resources - toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium) – see *Notes to the Accounts (2 & 3)*.



Financial Activity

The final accounts report a surplus of £16,997 – a reassuring turnaround following two consecutive years of operational deficit: (£7,328) in 2023 and (£8,170) in 2024 (excluding the one-off HMRC reimbursement). This renewed financial stability is a timely and welcome boost to Playgroup's reserve funds, especially as redundancy and contingency demands continue to grow.

We began the year with eight funded two-year-olds, providing an immediate uplift in income. Occupancy levels continued to rise throughout the year. However, staffing costs were simultaneously soaring due to both increased staffing requirements and pay-rises. This, along with the anticipated impact of adjustments to Employer National Insurance, will require close monitoring as we proceed with the planned changes to our opening hours next year.

In March, the decision was taken to align the annual Playgroup session fee increase with any uplift to the Early Education Funding base rate. This approach will be reviewed regularly but should ensure fairness and sustainability.

The trustees have successfully trialled online bank payments with dual authorisation, streamlining the payment process. Natasha would like to sincerely thank the three signatories for their consistent support in implementing this system.

Staff development remains a priority. This year, £1,156 (including allocations from AEN funding) was invested in training to support the continuing professional development of Playgroup's dedicated staff team.

We are deeply grateful to the *Thomas Withers Charity* for its ongoing support, contributing an incredible £1,000 in grants towards our Hall hire costs.

In the spring, we received a generous £500 grant from the *3R Foundation and Charity Shop*, enabling the purchase of a fantastic Pirate Galleon Playhouse!

Surplus funds from this grant were used to further enhance outdoor play with a camouflage net, campfire tripod, and mud pie kit. Playgroup's garden is an engaging and fun space – thank you 3R!





Fundraising efforts have also played a vital role this year. Our summer “Sponsored Olympics” was a tremendous success, raising £1,129! Thank you to the children for being such super competitors and for the generous support of their families and friends. The trustees are so grateful to Lynsey and the staff team for organising everything and also raising £766 through the sale of craft items and photographs.

Over Kellet Playgroup is well-positioned to continue to deliver exceptional early years education and care. We are excited for the opportunities ahead and grateful to everyone who contributes to the success and spirit of our Playgroup community.

Signed on behalf of the Trustees –

Chair (Ms Zoe Midgley) :

Date :



Independent examiner's report to the trustees of

Over Kellet Playgroup

Charity No. 1029338

I report on the accounts for the year

1st September 2024 – 31st August 2025

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

C/o Lancaster District CVS, The Cornerstone Sulyard Street Lancaster LA1 1PX
20th November 2025.



Receipts and Payments Accounts

	<u>2025</u>	note	<u>2024</u>
OPENING BALANCES			
Bank (Barclays Current)	£34,662.62		£31,287.96
Bank (Barclays Business Premium)	£34,836.27		£34,365.10
Cash (in hand)	£226.34		£432.25
	<u>£69,725.23</u>		<u>£66,085.31</u>
INCOME			
		(1)	
Fees and Early Education Funding (Unrestricted)			
LCC Early Education Funding (3/4Y)	£73,625.79		£68,366.76
LCC Early Education Funding (2Y)	£32,746.11		£11,735.81
LCC Early Education Funding (9M)	£3,322.76		-
Fees	£18,443.50		£11,625.55
	<u>£128,138.16</u>		<u>£91,728.12</u>
Early Education Funding (Restricted)			
AEN (3/4Y)	£7,462.00		£2,905.28
AEN (2Y)	£1,934.00		-
Early Years Pupil Premium (3/4Y)	£1,045.52		£1,418.38
Early Years Pupil Premium (2Y)	£955.18		-
	<u>£11,396.70</u>		<u>£4,323.66</u>
Grants (Restricted)			
3R Foundation & Charity Shop (Equipment)	£500.00		-
Thomas Withers Charity (Rent)	£1,000.00		£1,200.00
Nursery Milk Scheme (Kitchen)	£638.33		£570.96
	<u>£2,138.33</u>		<u>£1,770.96</u>
Special Efforts (Unrestricted)			
Photos and Craft	£766.37		£502.73
Sponsored Event	£1,129.01		£1,327.00
Online Shopping	£85.34		£38.09
	<u>£1,980.72</u>		<u>£1,867.82</u>
Sundry Income (Unrestricted)			
Donation	£9.00		£1,001.34
Bank Interest	£595.72		£471.17
	<u>£144,258.63</u>		<u>£101,163.07</u>



	<u>2025</u>	note	<u>2024</u>
OUTGOINGS			
Early Education Funding (Restricted)			
AEN	£7,938.08	(2)	£3,427.96
Early Years Pupil Premium	<u>£1,351.25</u>	(3)	<u>£1,090.06</u>
	£9,289.33		£4,518.02
Grants (Restricted)			
3R Foundation & Charity Shop (Equipment)	£500.00	(4)	-
Thomas Withers Charity (Rent)	£1,000.00		£1,200.00
Nursery Milk Scheme (Kitchen)	<u>£638.33</u>		<u>£571.30</u>
	£2,138.33		£1,771.30
General Funds (Unrestricted)			
Wages	£97,312.52		£74,528.46
NEST Pensions	£4,079.24		£3,251.04
Payroll	£1,345.50		£1,164.42
Independent Examination of Accounts	£165.00		£150.00
Rent	£7,042.50		£6,765.50
Training	£1,044.59		£730.98
Early Years Alliance (RSA) Insurance	£1,074.82		£886.46
Equipment	£165.66		£776.58
Postage, Stationery & Printing	£369.35		£348.37
Kitchen	£181.50		£171.97
Bank Charges re BACS	£69.00		£66.00
Communications / IT	£508.75		£1,105.59
OFSTED reg.	£50.00		£50.00
DBS Disclosures	£106.00		£200.56
Early Years Alliance Membership	£124.00		£115.91
LCC - SSG Membership	£423.50		£385.00
Maintenance	£509.73		£271.50
Staff Uniform	£0.00		£0.00
Activities	£965.00	(5)	£0.00
Sundry Outgoings	£297.00		£265.49
	<u>£127,261.32</u>		<u>£97,523.15</u>
CLOSING BALANCES			
Bank (Barclays Current)	£40,734.51		£34,662.62
Bank (Barclays Business Premium)	£45,431.99		£34,836.27
Cash (in hand)	<u>£556.04</u>		<u>£226.34</u>
	<u>£86,722.54</u>		<u>£69,725.23</u>



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2025)

	31 st August 2025	31 st August 2024	Change
Bank (Barclays Current)	* £40,734.51	£34,662.62	£6,071.89
Bank (Barclays Business Premium)	£45,431.99	£34,836.27	£10,595.72
Cash (in hand)	£556.04	£226.34	£329.70
	£86,722.54	£69,725.23	£16,997.31

* £40,648.76 (plus pending BACS £157.93 and less pending online payment £63 and pending direct debit £9.18).

The Charity had no other liabilities at Year End 31st August 2025.

Restricted Funds (at Year End 31st August 2025)

	31 st August 2025
AEN (2)	£2,894.99
EYPP (3)	£977.77
Thomas Withers Charity (Rent)	£0.00
Nursery Milk Scheme (Kitchen)	£0.00
	£3,872.76

Reserve Funds (at Year End 31st August 2025)

	31 st August 2025
Redundancy Fund	£41,514
Emergency Contingency Fund	£38,000
Projected Deficit Fund	£0
Equipment Replacement Fund	£2,500
	£82,014

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 3-4).



Assets (at Year End 31st August 2025)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2025
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile bookcase	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
New garden area	1	£2,021.00	21 Apr 17	£2,021.00	£0.00
Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£210.00	£0.00
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£398.99	£0.00
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£168.50	£0.00
Acer Aspire3 laptop(IT)	2	£798.00	30 Aug 21	£798.00	£0.00
Space divider	2	£278.00	2 Oct 21	£272.21	£5.79
Puma ride-on tractor	1	£108.00	20 Sep 22	£81.00	£27.00
MF ride-on tractor	1	£108.00	20 Sep 22	£81.00	£27.00
Tickit A2 Light Panel	1	£107.99	3 Feb 23	£69.74	£38.25
Safety play surface	1	£2,930.00	26 Feb 23	£1,831.25	£1,098.75
Apple Ipad / case (IT)	2	£937.98	29 Jan 24	£495.04	£442.94
Pirate ship playhouse	1	£379.00	20 Mar 25	£47.38	£331.62
					£1,971.35

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

(1) These accounts have been prepared on a receipts and payments basis.

(2) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

<i>Wages</i>	(£7,673.41)
<i>Training</i>	(£111.25)
<i>DBS</i>	(£78.87)
<i>Postage, Stationery & Printing</i>	(£18.00)
<i>Kitchen</i>	(£30.30)
<i>Equipment</i>	(£26.25)
	(£7,938.08)
<i>2024 AEN Restricted Fund b/f</i>	£1,437.07
<i>2024/25 Inclusion Funds</i>	£9,396.00
<i>2025 AEN Restricted Fund c/f</i>	£2,894.99

(3) EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged children. It is currently £570 per year per eligible funded child.

Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

<i>Equipment</i>	(£563.67)
<i>Wages</i>	(£787.58)
	(£1,351.25)
<i>2024 EYPP Restricted Fund b/f</i>	£328.32
<i>2024/25 EYPP</i>	£2,000.70
<i>2025 EYPP Restricted Fund c/f</i>	£977.77

(4) Playgroup has been fortunate to receive a grant of £500 from the 3R Foundation & Charity Shop. This was to fund the purchase of a pirate galleon playhouse for Playgroup's garden which cost £379. The remaining £121 was used to purchase a camo net, camp fire tripod and mud pie kit to further enhance the outside play area.

(5) Weekly sessions with the Reading Fairy and SuperBallPaul are now being offered.

OVER KELLET PLAYGROUP

England & Wales - Charity number 1029338

Accounts



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)

Over Kellet Playgroup

For the financial year beginning on 1st September 2023 and ending on 31st August 2024

Address:

Over Kellet Village Hall
Church Bank
Over Kellet
Carnforth, LA6 1DT

Telephone:

07471 124423

Email Address:

contact@overkelletplaygroup.co.uk

Website Address:

www.overkelletplaygroup.co.uk

Facebook Address:

en-gb.facebook.com/overkelletplaygroup

Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Anne-Marie Steel (Secretary)
Lois Barnes (Treasurer)
Heather Ellershaw
Susannah Burden

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2024, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to provide high quality sessional early years education and childcare in the Village Hall during term-time for children from the age of two until they start school.

The autumn term was unusually quiet this year with only twenty-three children on the register in December. The staff team made the most of this and enjoyed having a bit more time to play and focus on particular areas of learning and development. Occupancy levels only slowly increased through the spring term but jumped in the summer back to expected levels.

Playgroup sessions regularly run with an 'extra' member of staff (over and above the EYFS statutory staff to child ratio) to ensure that the development and individual needs of every child, including those with SEND, are nurtured. As soon as numbers made it feasible, we restarted sessions with the *Reading Fairy* to further promote the children's awareness of phonics and early reading.

We foster good relationships with all Playgroup families and have continued to welcome current and prospective parents and carers into the setting at regular Stay & Play sessions. Thank you to Rev Matt Gilder, the vicar of St. Cuthbert's Church, for allowing Playgroup to go on a visit to see the church. It is always great to stay involved with the wider community

The trustees welcome the relationship we have with local primary schools, especially *Wilson's Endowed School* in Over Kellet. This year we were fortunate to join the school-children to watch their Christmas pantomime and a summer music performance. The Monday afternoon preschool sessions have again been held by school in the second half of the autumn term and the summer term. This is fantastic preparation for many of our preschoolers for the transition to school and we thank *Wilson's Endowed* for this offer.

Congratulations to our Manager, Lynsey, for completing her Level 3 Early Years SENCo course – we really do appreciate her efforts. We have been so pleased to welcome Susan back as relief cover. The children love her gentle nature and the fact that she is always



ready to read a story! Huge thanks to the whole staff team as we endeavour to provide the best care, education and support to local children, families and the community.

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Manager and Business Manager) manage the charity. The trustees take an overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Manager and Business Manager.

Financial Activity

The final accounts report a profit of £3,639.92. While this is welcome news following last year's deficit of (£7,328), it is important to recognise that this profit includes a large reimbursement of £11,809.77 from HMRC in December with regards to backdated Employment Allowance. Without this additional and exceptional income, Over Kellet Playgroup would again be reporting a deficit of (£8,170).

These are concerning times across the sector as the increase in the National Living Wage is not matched by an appropriate increase in the Early Education Funding base rate. The trustees are monitoring the financial situation but are not downhearted. We do not yet fully understand the local impact of the changes to the childcare funding offers announced in the March 2023 Budget. However, there was a sudden and welcome jump in occupancy levels in the summer term as eight newly funded two-year-olds joined Playgroup sessions. Numbers have certainly been boosted and we are now receiving enquiries from parents wanting to book a Playgroup place one or two years in advance. There are busy times ahead and Playgroup is vibrant, happy and thriving.

As always, spending on the Continuing Professional Development of Playgroup's staff team has been prioritised. A total of £1,189.78 (some of which was allocated to AEN and EYPP funding) has been spent on training in Dysregulated Behaviour, Attachment and Trauma, Talking Together, Wellbeing and Paediatric First Aid, to name but a few courses. The trustees also prioritised the purchase of two new iPads for the staff to access *Tapestry* as the original ones were ten years old and no longer receiving security updates.

As ever, the trustees are incredibly grateful to the *Withers Trust* for its continuing support; Playgroup received £1,200 in grants towards Hall hire costs. Thanks also to Sparrow Playgroup for the kind donations of equipment, including some much-needed soft-play for inside physical play, and a £1,000 donation from their closing funds.

With regards to special efforts, Playgroup held another "Sponsored Olympics" this summer which was enormous fun and raised a brilliant £1,327. Thanks are due to our Manager (in-house photographer), Lynsey, for organising the leavers' photos and Christmas craft fundraiser. In total, £1,867.82 has been raised this year by the Playgroup community – thank you!



Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the summer term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding*. We have no control over percentage increases to the hourly base rate which determines our income. This is a time of change as more children are becoming eligible for the working families entitlement; (please see www.lancashire.gov.uk/education/childcare). The impact this will have on our setting is as yet not fully understood.

Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our eight members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium) – see *Notes to the Accounts* (3 & 4).

Signed on behalf of the Trustees - Chair (Ms Zoe Midgley) :

Date :



Independent examiner's report to the trustees of

Over Kellet Playgroup

Charity No. 1029338

I report on the accounts for the year

1st September 2023 – 31st August 2024

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

C/o Lancaster District CVS, The Cornerstone Sulyard Street Lancaster LA1 1PX
16th January 2025.



Receipts and Payments Accounts

	<u>2024</u>	note	<u>2023</u>
OPENING BALANCES			
Bank (Barclays Current)	£31,287.96		£38,565.32
Bank (Barclays Business Premium)	£34,365.10		£34,221.45
Cash (in hand)	£432.25		£626.76
	<u>£66,085.31</u>		<u>£73,413.53</u>
INCOME			
		(1)	
Fees and Early Education Funding (Unrestricted)			
LCC Early Education Funding (3/4Y)	£68,366.76		£81,188.72
LCC Early Education Funding (2Y)	£11,735.81		£5,524.67
Fees	£11,625.55		£13,703.27
	<u>£91,728.12</u>		<u>£100,416.66</u>
Early Education Funding (Restricted)			
AEN	£2,905.28		£11,434.00
Early Years Pupil Premium	£1,418.38		£272.18
	<u>£4,323.66</u>		<u>£11,706.18</u>
Grants (Restricted)			
Withers Trust (Rent)	£1,200.00		£829.90
Nursery Milk Scheme (Kitchen)	£570.96		£719.13
	<u>£1,770.96</u>		<u>£1,549.03</u>
Special Efforts (Unrestricted)			
Photos and Craft	£502.73		£741.87
Sponsored Event	£1,327.00		£1,661.36
Online Shopping	£38.09		£152.39
	<u>£1,867.82</u>	(2)	<u>£2,555.62</u>
Sundry Income (Unrestricted)			
Donation	£1,001.34		£30.00
Bank Interest	£471.17		£143.65
	<u>£101,163.07</u>		<u>£116,401.14</u>



	<u>2024</u>	note	<u>2023</u>
OUTGOINGS			
Early Education Funding (Restricted)			
AEN	£3,427.96	(3)	£12,221.82
Early Years Pupil Premium	£1,090.06	(4)	£1,039.54
	£4,518.02		
Grants (Restricted)			
Tesco Community Grant	-		£1,000.00
Withers Trust (Rent)	£1,200.00		£829.90
Nursery Milk Scheme (Kitchen)	£571.30		£719.87
	£1,771.30		£2,549.77
General Funds (Unrestricted)			
Wages	£77,779.50	(5)	£81,299.03
Payroll	£1,164.42		£1,055.70
Accounts	£150.00	(6)	£10,387.78
Rent	£6,765.50		£7,444.50
Training	£730.98		£1,803.60
Early Years Alliance (RSA) Insurance	£886.46		£932.13
Equipment – <i>Designated Funds</i>	-		£900.45
Equipment – <i>Non-Designated Funds</i>	£776.58		£1,044.88
Postage, Stationery & Printing	£348.37		£251.33
Kitchen	£171.97		£184.83
Bank Charges re BACS	£66.00		£72.00
Communications / IT	£1,105.59		£505.44
OFSTED reg.	£50.00		£50.00
DBS Disclosures	£200.56		£254.92
Early Years Alliance Membership	£115.91		£112.11
LCC - SSG Membership	£385.00		£385.00
Maintenance	£271.50		£255.00
Staff Uniform	£0.00		£268.80
Activities	£0.00		£83.40
Sundry Outgoings	£265.49	(2)	£627.33
	£97,523.15		£123,729.36
CLOSING BALANCES			
Bank (Barclays Current)	£34,662.62		£31,287.96
Bank (Barclays Business Premium)	£34,836.27		£34,365.10
Cash (in hand)	£226.34		£432.25
	£69,725.23		£66,085.31



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2024)

	31 st August 2024	31 st August 2023	Change
Bank (Barclays Current)	* £34,662.62	£31,287.96	£3,374.66
Bank (Barclays Business Premium)	£34,836.27	£34,365.10	£471.17
Cash (in hand)	£226.34	£432.25	(£205.91)
	£69,725.23	£66,085.31	£3,639.92

* £35,259.91 (plus pending BACS £132.30 and less un-presented cheque £315, pending online payment £53.55 and pending direct debits £352.41 and £8.63).
The Charity had no other liabilities at Year End 31st August 2024.

Restricted Funds (at Year End 31st August 2024)

	31 st August 2024
AEN (3)	£1,437.07
EYPP (4)	£328.32
Withers Trust (Rent)	£0.00
Nursery Milk Scheme (Kitchen)	£0.00
	£1,765.39

Reserve Funds (at Year End 31st August 2024)

	31 st August 2024
Redundancy Fund	£35,646
Emergency Contingency Fund	£28,810
Projected Deficit Fund *	£1,000
Equipment Replacement Fund	£2,500
	£67,956

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 4).

* A deficit is possible in the year 2024/25 due to the impact of the 6.7% annual increase in the National Living Wage in April 2025.



Assets (at Year End 31st August 2024)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2024
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile bookcase	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
New garden area	1	£2021.00	21 Apr 17	£2021.00	£0.00
Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£210.00	£0.00
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£398.99	£0.00
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£168.50	£0.00
Acer Aspire3 laptop(IT)	2	£798.00	30 Aug 21	£798.00	£0.00
Space divider	2	£278.00	2 Oct 21	£202.71	£75.29
Puma ride-on tractor	1	£108.00	20 Sep 22	£54.00	£54.00
MF ride-on tractor	1	£108.00	20 Sep 22	£54.00	£54.00
Tickit A2 Light Panel	1	£107.99	3 Feb 23	£42.75	£65.24
Safety play surface	1	£2930.00	26 Feb 23	£1098.75	£1831.25
Apple Ipad / case (IT)	2	£937.98	29 Jan 24	£182.38	£755.60
					£2835.38

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

- (1) These accounts have been prepared on a receipts and payments basis.
- (2) The 2023 accounts have been amended because the £20 payment for the Lottery Licence was mistakenly presented as a negative balance within Special Efforts income. It has been moved to Sundry Outgoings.
- (3) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

<i>Wages</i>	(£2688.43)
<i>Training</i>	(£428.80)
<i>DBS</i>	(£50.73)
<i>Postage, Stationery & Printing</i>	(£19.55)
<i>Equipment</i>	(£240.45)
	(£3427.96)
<i>2023 AEN Restricted Fund b/f</i>	£1,959.75
<i>2023/24 Inclusion Funds</i>	£2,905.28
<i>2024 AEN Restricted Fund c/f</i>	£1,437.07

- (4) The EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged children. It has increased to £0.68 per hour per eligible child.

Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

<i>Equipment</i>	(£79.07)
<i>Wages</i>	(£500.00)
<i>IT</i>	(£468.99)
<i>Training</i>	(£30.00)
<i>Activities</i>	(£12.00)
	(£1090.06)
<i>2023 EYPP Restricted Fund b/f</i>	£0.00
<i>2023/24 EYPP</i>	£1,418.38
<i>2024 EYPP Restricted Fund c/f</i>	£328.32

- (5) Last year, HMRC confirmed that Over Kellet Playgroup was eligible for Employment Allowance. A backdated refund of £11,809.77 has been received. As this refund has been deducted from annual wage expenditure, the 'true' wages total for the year is £89,589.27.
- (6) The large drop in accounts expenditure compared to 2023 is due to the movement of the Business Manager's wage from accounts to wages.

OVER KELLET PLAYGROUP

England & Wales - Charity number 1029338

Accounts



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)

Over Kellet Playgroup

For the financial year beginning on 1st September 2022 and ending on 31st August 2023

Address:

Over Kellet Village Hall
Church Bank
Over Kellet
Carnforth, LA6 1DT

Telephone:

07471 124423

Email Address:

contact@overkelletplaygroup.co.uk

Website Address:

www.overkelletplaygroup.co.uk

Facebook Address:

en-gb.facebook.com/overkelletplaygroup

Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Danielle Hodgkinson (Secretary)
Elisabeth Gott (Treasurer)
Heather Ellershaw
Anne-Marie Steel

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2023, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to provide high quality sessional childcare and education in the Village Hall during term-time for children from the age of two until they start school.

This year, we have welcomed current and prospective parents and carers into Playgroup at regular Stay & Play sessions. These special events have proved very popular with our families. We have also introduced some early reading and phonics sessions with the *Reading Fairy* which the children have thoroughly enjoyed.

Playgroup is keen to forge strong links with local schools. *Wilson's Endowed School* in Over Kellet has again offered their Monday preschool afternoons in the second half of the autumn term and the summer term. The children walk up to school from Playgroup for a fun afternoon of activities; this is fantastic preparation for the transition to school.

The individual needs and development of every child is valued at Playgroup. Sessions regularly run with an 'extra' member of staff (over and above the EYFS statutory staff to child ratio). This year, Playgroup has had higher than normal SEND requirements, so the trustees took the decision to increase staffing provision even further. High staff ratios have meant that we can offer one-to-one care when necessary.

On 27th June 2023 Playgroup had its long-awaited routine OFSTED inspection. The trustees are proud that Playgroup maintained its GOOD rating in all areas. Huge thanks and congratulations to our Manager, Lynsey, and the whole staff team as we endeavour to provide the best care, education and support to local children, families and the community.

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Manager and Business Manager) manage the charity. The trustees take an overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Manager and Business Manager.



Financial Activity

The final accounts report a deficit of (£7,328.22). This was anticipated as the trustees decided to hold £2,000 in the projected deficit reserve last year due to the unknown impact of the 9.7% annual increase in the National Living Wage in April 2023. This necessitated a large increase to all pay grades at a time of high staffing provision and low occupancy levels. The trustees are monitoring the financial situation but are not downcast. The announcements of changes to the childcare funding offers made by the Chancellor at the March budget will hopefully boost attendance next year. Playgroup is also eligible for Employment Allowance see *Notes to the Accounts (6)*.

As ever, the trustees are very grateful to the *Withers Trust* for its continuing support. Playgroup received a grant of £500 towards Hall hire costs and a one-off grant of £329.90 which enabled the purchase of a play-tray stand, construction sets and a light box.

Playgroup has been fortunate to receive a FREE large and brilliant printer from Malcolm Bland of MB Digital Ltd. This has reduced printing costs and is much easier and quicker to use.

With regards to fundraising, the decision was taken not to hold a Christmas raffle due to the cost of living crisis. However, parents and carers could choose to buy Christmas photos of their children and leavers photos at the end of the year. In the summer term Playgroup held a "Sponsored Olympics" which was great fun for the children and a phenomenal success, raising £1,661.36!

At long last, the soft play surface in the Village Hall's garden has been resurfaced. The trustees, staff, parents and children are extremely grateful to Over Kellet Parish Council for their support with this urgent project which fortunately complied with the aims and priorities highlighted in Over Kellet's 2019 Parish Plan. We would like to thank the clerk to the Parish Council, Derek Whiteway, and its Chair, Graham Agnew for all their help. Along with a grant of £1,000 from the Groundwork UK *Tesco Community Grants* scheme last year, we have finally been able to make this wonderful outside space safe for little feet. A financial breakdown of this project is provided see *Notes to the Accounts (3)*.

Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the summer term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding* which is available to all children from the term following their third birthday and also some two year olds; (please see www.lancashire.gov.uk/education/childcare).



Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our eight members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium).

Please note that this year's deficit has led to a shortfall in the Emergency Contingency Fund because the Redundancy Fund has been prioritised. However, the total allocated to the Emergency Contingency Fund (£29,205) remains appropriate and it should still cover all outstanding liabilities in the unlikely event that Playgroup had to close.

Signed on behalf of the Trustees - Chair (Ms Zoe Midgley) :

Date :



Independent examiner's report to the trustees of

Over Kellet Playgroup

Charity No. 1029338

I report on the accounts for the year

1st September 2022 – 31st August 2023

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

C/o Lancaster District CVS, The Cornerstone Sulyard Street Lancaster LA1 1PX

15th December 2023



Receipts and Payments Accounts

	<u>2023</u>	note	<u>2022</u>
OPENING BALANCES			
Bank (Barclays Current)	£38,565.32		£28,619.60
Bank (Barclays Business Premium)	£34,221.45		£34,216.32
Cash (in hand)	£626.76		£141.43
	£73,413.53		£62,977.35
INCOME			
		(1)	
Fees and Early Education Funding (Unrestricted)			
LCC Early Education Funding (3/4Y)	£81,188.72		£91,710.83
LCC Early Education Funding (2Y)	£5,524.67		£7,030.00
Fees	£13,703.27		£10,721.71
	£100,416.66		£109,462.54
Early Education Funding (Restricted)			
AEN	£11,434.00		£4,218.00
Early Years Pupil Premium	£272.18	(2)	£520.20
	£11,706.18		£4,738.20
Grants (Restricted)			
Tesco Community Grant	-	(3)	£1,000.00
Withers Trust (Rent)	£829.90		£1,000.00
Nursery Milk Scheme (Kitchen)	£719.13		£710.13
	£1,549.03		£2,710.13
Special Efforts (Unrestricted)			
Summer Open Afternoon	(£20.00)		£662.76
Photos	£741.87		£158.57
Sponsored Event	£1,661.36		£200.00
Online Shopping	£152.39		£110.17
	£2,535.62		£1,131.50
Sundry Income (Unrestricted)			
Donation	£30.00		£1.50
Bank Interest	£143.65		£5.13
	£116,381.14		£118,049.00



	<u>2023</u>	note	<u>2022</u>
OUTGOINGS			
Early Education Funding (Restricted)			
AEN	£12,221.82	(4)	£2,409.76
Early Years Pupil Premium	<u>£1,039.54</u>	(5)	£471.03
	£13,261.36		
Grants (Restricted)			
Tesco Community Grant	£1,000.00		£0.00
Withers Trust (Rent)	£829.90		£1,000.00
Nursery Milk Scheme (Kitchen)	<u>£719.87</u>		<u>£709.05</u>
	£2,549.77		£1,709.05
General Funds (Unrestricted)			
Wages	£81,299.03	(6)	£83,497.67
Payroll	£1,055.70		£803.40
Accounts and Administration	£10,387.78		£6,762.36
Rent	£7,444.50		£6,976.00
Training	£1,803.60		£577.34
Pre-School Learning Alliance Insurance	£932.13		£904.79
Equipment – <i>Designated Funds</i>	£900.45	(3)	£0.00
Equipment – <i>Non-Designated Funds</i>	£1,044.88		£853.50
Postage, Stationery & Printing	£251.33		£637.64
Kitchen	£184.83		£217.53
Bank Charges re BACS	£72.00		£54.00
Communications / IT	£505.44		£450.65
OFSTED reg.	£50.00		£50.00
DBS Disclosures	£254.92		£16.20
Early Years Alliance Membership	£112.11		£109.25
LCC - SSG Membership	£385.00		£385.00
Maintenance	£255.00		£452.15
Staff Uniform	£268.80		£0.00
Activities	£83.40		-
Sundry Outgoings	£607.33		£275.50
	<u>£123,709.36</u>		<u>£107,612.82</u>
CLOSING BALANCES			
Bank (Barclays Current)	£31,287.96		£38,565.32
Bank (Barclays Business Premium)	£34,365.10		£34,221.45
Cash (in hand)	£432.25		£626.76
	<u>£66,085.31</u>		<u>£73,413.53</u>



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2023)

	31 st August 2023	31 st August 2022	Change
Bank (Barclays Current)	* £31,287.96	£38,565.32	(£7,277.36)
Bank (Barclays Business Premium)	£34,365.10	£34,221.45	£143.65
Cash (in hand)	£432.25	£626.76	(£194.51)
	£66,085.31	£73,413.53	(£7,328.22)

* £31,339.25 (plus pending BACS £273.85 and less pending D/DR £316.04 and £9.10).
The Charity had no other liabilities at Year End 31st August 2023.

Restricted Funds (at Year End 31st August 2023)

	31 st August 2023
AEN (4)	£1,959.75
EYPP (5)	£0.00
Tesco Community Grant (3)	£0.00
Withers Trust (Rent)	£0.00
Nursery Milk Scheme (Kitchen)	£0.34
	£1,960.09

Reserve Funds (at Year End 31st August 2023)

	31 st August 2023
Redundancy Fund	£31,420
Emergency Contingency Fund	£29,205
Projected Deficit Fund *	£1,000
Equipment Replacement Fund	£2,500
	£64,125

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 3).

* A deficit is possible in the year 2023/24 due to the impact of the 9.8% annual increase in the National Living Wage in April 2024.



Assets (at Year End 31st August 2023)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2023
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Playhouse (replaced May 14)	1	£462.89	12 Jan 12	£462.89	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile bookcase	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Apple Ipad / case (IT)	2	£745.29	13 Aug 14	£745.29	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Sand and water tray	1	£105.54	14 Aug 15	£105.54	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
New garden area	1	£2021.00	21 Apr 17	£2021.00	£0.00
Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£210.00	£0.00
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£398.99	£0.00
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£168.50	£0.00
Acer Aspire3 laptop(IT)	2	£798.00	30 Aug 21	£532.00	£266.00
Space divider	2	£278.00	2 Oct 21	£133.21	£144.79
Puma ride-on tractor	1	£108.00	20 Sep 22	£27	£81
MF ride-on tractor	1	£108.00	20 Sep 22	£27	£81
Tickit A2 Light Panel	1	£107.99	3 Feb 23	£13.50	£94.49
Safety play surface	1	£2930.00	26 Feb 23	£366.25	£2563.75
					£3231.03

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

- (1) These accounts have been prepared on a receipts and payments basis.
- (2) The EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged three and four year olds. It has increased to £0.62 per hour per eligible child.
- (3) Re-surfacing of the wet-pour play surface in the Village Hall's garden is complete. The designated fund held for this project has been closed with the balance subsumed into general funds. The project has been funded as follows:

<i>Rhino Bounce</i>	(£2930.00)
<i>2022 Tesco Community Grant (Restricted)</i>	£1,000.00
<i>EYPP (Early Years Pupil Premium)</i>	£1,029.55
	(£900.45)
<i>2022 Designated Fund b/f</i>	£2,254.50
<i>2023 Designated Fund balance</i>	£1,354.05
<i>2023 Designated Fund closed</i>	£0.00

- (4) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

<i>Wages</i>	(£11876.90)
<i>Training</i>	(£267.75)
<i>Postage, Stationery & Printing</i>	(£29.25)
<i>Equipment</i>	(£47.92)
	(£12221.82)
<i>2022 AEN Restricted Fund b/f</i>	£2,747.57
<i>2022/23 Inclusion Funds</i>	£11,434.00
<i>2023 AEN Restricted Fund c/f</i>	£1,959.75

- (5) Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

<i>Equipment</i>	(£9.99)
<i>Equipment – Designated Funds</i>	(£1029.55)
	(£1039.54)
<i>2022 EYPP Restricted Fund b/f</i>	£767.36
<i>2022/23 EYPP</i>	£272.18
<i>2023 EYPP Restricted Fund c/f</i>	£0.00

- (6) HMRC has confirmed that Over Kellet Playgroup is eligible for Employment Allowance. A backdated credit of £10,876.26 is showing on Playgroup's PAYE online account. HMRC has explained that they need to allocate the credit to Playgroup's historic Employer's NI payments before the credit can be released for payment. The final total of this pending payment is not confirmed at this stage but Playgroup should receive it within the next financial year 2023/24.

OVER KELLET PLAYGROUP

England & Wales - Charity number 1029338

Accounts



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)

Over Kellet Playgroup

For the financial year beginning on 1st September 2021 and ending on 31st August 2022

Address:

Over Kellet Village Hall
Church Bank
Over Kellet
Carnforth, LA6 1DT

Telephone:

07471 124423

Email Address:

contact@overkelletplaygroup.co.uk

Website Address:

www.overkelletplaygroup.co.uk

Facebook Address:

en-gb.facebook.com/overkelletplaygroup

Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Danielle Hodgkinson (Secretary)
Elisabeth Gott (Treasurer)
Victoria Karg
Heather Ellershaw
Jennifer Connor

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, Lancashire, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2022, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to provide high quality sessional childcare and education in the Village Hall during term-time for children from the age of two until they start school.

This year we welcomed the removal of most Covid-19 restrictions and enjoyed the return to normal interactions with parents, carers and professionals while maintaining caution and good hygiene measures. Unfortunately, the spread of the Omicron variant impacted our setting in November when five members of staff tested positive. Lack of available staff meant that we had to close for one day on Friday 12th November. Parents were very supportive. We thank the Playgroup Manager, Lynsey, for her careful control of the situation – even while she was herself unwell at home. The trustees appreciate all the staff's efforts at this challenging time, their willingness to cover shifts and their determination throughout to maintain high standards of education and care.

It has been a pleasure to work with Mr Darren Newiss, the new head teacher of Wilson's Endowed School. He was able to reintroduce the Monday preschool afternoons in the second half of the autumn term and the summer term. This is a fantastic opportunity for our preschool children to get a feel for primary school before the transition from Playgroup.

The trustees would like to thank Ant Battersby and Jilly Mounsey at Leapers Wood Quarry for kindly donating some stone to Playgroup's garden. This enabled the creation of a quarry play area for the children which helps to develop physical, maths and language skills – and is heaps of fun!





In October, we were pleased to make our relief worker, Gemma, a permanent member of staff. Congratulations are also due to Kirsty who has completed a Level 3 Apprenticeship with Playgroup this year.

The trustees recognise that the staff team is Playgroup's greatest asset as we focus on the needs and individual development of every child. Sessions regularly run with an 'extra' member of staff (over and above the EYFS statutory staff to child ratio). The trustees thank Jackie for being such a happy Deputy Manager, Rachel for her work as SENCo and our Early Years Teacher and Playgroup Manager, Lynsey, for coordinating stimulating activities and ensuring a balanced curriculum. This year the children have enjoyed educational visits from the library van, fire brigade, nurse Anna, a police officer, lollipop lady Sue and a JCB digger!

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Manager and Business Manager) manage the charity. The trustees take an overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Manager and Business Manager.

Financial Activity

The final accounts report a profit of £10,436.18. This is a welcome uplift to our reserve funds amid inflationary pressures and subsequent to a couple of difficult years. Occupancy levels have improved but are not yet at pre-pandemic levels. The trustees are pleased to value the sustainability of our charity and will endeavour to continue to provide the best care, education and support to local children, families and the community.

The trustees are very grateful to the *Withers Trust* for its continuing generosity in contributing £1,000 this year towards our Hall hire costs.

The Omicron variant unfortunately meant that we were unable to hold a Christmas fundraiser but it was a joy to once again hold a Summer Open Afternoon and welcome current and prospective parents and carers into our setting. The event and associated raffle raised £662.76. Leavers photos were a popular addition to our fundraising calendar and raised £158.57. The staff and trustees would like to thank one of our brilliant preschool children who decided to do a sponsored walk for Playgroup. He raised £200 and asked for the money to be spent on ride-on tractors. We will make a special name-plate for the big blue tractor – it will be called "William"! The remaining £931.50 of this year's special efforts total will be put into our designated fund.

The purpose of this designated fund is to enable the resurfacing of the "race-track" play area in the garden see *Notes to the Accounts (3)*. This year, Playgroup has been fortunate to obtain a grant of £1000 for this project from the Groundwork UK *Tesco Community Grants*



scheme. Thanks to everybody who contributed tokens in-store! The replacement of the play surface is now urgent and we have asked the Parish Council if they can provide any support as we feel this project complies with the aims and priorities highlighted in Over Kellet's 2019 Parish Plan.

The trustees have agreed that a small fee increase of 10p per hour is necessary from September next year as inflation rises and the cost-of-living crisis looms. Playgroup fees are still low compared to nearby settings as we aim to support local families.

Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the summer term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding* which is available to all children from the term following their third birthday and also some two year olds; (please see www.lancashire.gov.uk/education/childcare).

Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our eight members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium).

Signed on behalf of the Trustees - Chair (Ms Zoe Midgley) :

Date :



Independent examiner's report to the trustees of

Over Kellet Playgroup

Charity No. 1029338

I report on the accounts for the year

1st September 2021 – 31st August 2022

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

C/o Lancaster District CVS, The Cornerstone Sulyard Street Lancaster LA1 1PX

6th February 2023.



Receipts and Payments Accounts

	<u>2022</u>	note	<u>2021</u>
OPENING BALANCES			
Bank (Barclays Current)	£28,619.60		£27,158.37
Bank (Barclays Business Premium)	£34,216.32		£34,209.04
Cash (in hand)	£141.43		£121.17
	<u>£62,977.35</u>		<u>£61,488.58</u>
INCOME		(1)	
Fees and Early Education Funding (Unrestricted)			
LCC Early Education Funding (3/4Y)	£91,710.83		£65,732.91
LCC Early Education Funding (2Y)	£7,030.00		£13,611.12
LCC Covid Payment	-		£1,000.00
Fees	<u>£10,721.71</u>		<u>£15,792.30</u>
	£109,462.54		£96,136.33
Early Education Funding (Restricted)			
AEN	£4,218.00		£0.00
Early Years Pupil Premium	<u>£520.20</u>	(2)	<u>£278.25</u>
	£4,738.20		£278.25
Grants (Restricted)			
Tesco Community Grant	£1,000.00	(3)	-
Withers Trust (Rent)	£1,000.00		£1,000.00
Nursery Milk Scheme (Kitchen)	<u>£710.13</u>		<u>£572.78</u>
	£2,710.13		£1,572.78
Special Efforts (Unrestricted)			
Summer Open Afternoon	£662.76		(£20.00)
Leavers Photos	£158.57		
Sponsored Walk	£200.00		
Online Shopping	<u>£110.17</u>		<u>£10.49</u>
	£1,131.50		(£9.51)
Sundry Income (Unrestricted)			
Donation	£1.50		£161.90
Bank Interest	£5.13		£7.28
	<u>£118,049.00</u>		<u>£98,147.03</u>



	<u>2022</u>	note	<u>2021</u>
OUTGOINGS			
Early Education Funding (Restricted)			
AEN	£2,409.76	(4)	£97.99
Early Years Pupil Premium	£471.03	(5)	£239.57
	£2,880.79		
Grants (Restricted)			
Tesco Community Grant	£0.00		-
Withers Trust (Rent)	£1,000.00		£1,000.00
Nursery Milk Scheme (Kitchen)	£709.05	(6)	£572.78
	£1,709.05		£1,572.78
General Funds (Unrestricted)			
Wages	£83,497.67	(7)	£73,712.82
Payroll	£803.40		£355.84
Accounts and Administration	£6,762.36		£6,699.40
Rent	£6,976.00		£6,969.00
Training	£577.34		£1,039.99
Pre-School Learning Alliance Insurance	£904.79		£802.13
Equipment – <i>Designated Funds</i>	£0.00	(3)	£0.00
Equipment – <i>Non-Designated Funds</i>	£853.50		£823.31
Postage, Stationery & Printing	£637.64		£616.41
Kitchen	£217.53		£183.76
Bank Charges re BACS	£54.00		£48.00
Communications / IT	£450.65		£2,008.59
OFSTED reg.	£50.00		£50.00
DBS Disclosures	£16.20		£48.29
Early Years Alliance Membership	£109.25		£109.25
LCC - SSG Membership	£385.00		£577.50
Maintenance	£452.15		£428.22
Staff Uniform	£0.00		£4.00
Sundry Outgoings	£275.50		£271.41
	£107,612.82		£96,658.26
CLOSING BALANCES			
Bank (Barclays Current)	£38,565.32		£28,619.60
Bank (Barclays Business Premium)	£34,221.45		£34,216.32
Cash (in hand)	£626.76		£141.43
	£73,413.53		£62,977.35



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2022)

	31 st August 2022	31 st August 2021	Change
Bank (Barclays Current)	* £38,565.32	£28,619.60	£9,945.72
Bank (Barclays Business Premium)	£34,221.45	£34,216.32	£5.13
Cash (in hand)	£626.76	£141.43	£485.33
	£73,413.53	£62,977.35	£10,436.18

* £39,668.73 (less un-presented cheques £104, £238.61 and £751.36 and less pending D/DR £9.44).
The Charity had no other liabilities at Year End 31st August 2022.

Restricted Funds (at Year End 31st August 2022)

	31 st August 2022
AEN (4)	£2747.57
EYPP (5)	£767.36
Tesco Community Grant (3)	£1000.00
Withers Trust (Rent)	£0.00
Nursery Milk Scheme (Kitchen) (6)	£1.08
	£4,516.01

Reserve Funds (at Year End 31st August 2022)

	31 st August 2022
Redundancy Fund	£28,027
Emergency Contingency Fund	£35,871
Projected Deficit Fund *	£2000
Equipment Replacement Fund	£2,500
	£68,398

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 4).

* A deficit is possible in the year 2022/23 due to the impact of the 9.7% annual increase in the National Living Wage in April 2023.



Assets (at Year End 31st August 2022)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2022
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Playhouse (replaced May 14)	1	£462.89	12 Jan 12	£462.89	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile book case	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Dressing-up rail	1	£163.44	25 Oct 13	£163.44	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Apple Ipad / case (IT)	2	£745.29	13 Aug 14	£745.29	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Sand and water tray	1	£105.54	14 Aug 15	£105.54	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
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Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£210.00	£0.00
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£365.74	£33.25
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£112.30	£56.20
Acer Aspire3 laptop(IT)	2	£798.00	30 Aug 21	£266.00	£532.00
Space divider	2	£278.00	2 Oct 21	£5.79	£272.21
					£893.66

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

- (1) These accounts have been prepared on a receipts and payments basis.
- (2) The EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged three and four year olds. It has increased to £0.60 per hour per eligible child.
- (3) Playgroup has been fortunate to receive a Tesco Community Grant of £1000. This will be held in a restricted fund until it can be spent on the re-surfacing of the wet-pour play surface in the Village Hall's garden. In addition, a special efforts fund is designated for this purpose. Income and totals are as follows:

<i>2021 Designated Fund b/f</i>	£1,321.50
<i>2021/22 Donations</i>	£1.50
<i>2021/22 Special Efforts</i>	£931.50
<i>2022 Designated Fund c/f</i>	£2,254.50
<i>Tesco Community Grant (Restricted)</i>	£1,000.00
<i>Total</i>	£3,254.50

- (4) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

<i>Wages</i>	(£2244.17)
<i>Training</i>	(£64.32)
<i>Postage, Stationery & Printing</i>	(£36.93)
<i>Equipment</i>	(£64.34)
	(£2409.76)
<i>2021 AEN Restricted Fund b/f</i>	£939.33
<i>2021/22 Inclusion Funds</i>	£4,218.00
<i>2022 AEN Restricted Fund c/f</i>	£2,747.57

- (5) Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

<i>Fees</i>	(£36.00)
<i>Training</i>	(£136.00)
<i>Equipment</i>	(£299.03)
	(£471.03)
<i>2021 EYPP Restricted Fund b/f</i>	£718.19
<i>2021/22 EYPP</i>	£520.20
<i>2022 EYPP Restricted Fund c/f</i>	£767.36

- (6) There has been an accidental overclaim of £1.08 from the Nursery Milk Scheme. This will be carried forward as a restricted fund.
- (7) Two payments dated 19th May 2022 totalling £15,949.69 have been allocated to our PAYE account by HMRC in error. Over Kellet Playgroup did not make these payments and has informed HMRC on multiple occasions of this error. HMRC is investigating and states that the two payments will be removed from our PAYE account in due course. The payments have not been allocated to any of Playgroup's PAYE charges and they are not included in these accounts.



Chair's Report

OVER KELLET PLAYGROUP

England & Wales - Charity number 1029338

Accounts



Registered Charity No: 1029338
Trustees' Annual Report
(Including Receipts and Payments Accounts)
Over Kellet Playgroup

For the financial year beginning on 1st September 2020 and ending on 31st August 2021

Address:

Over Kellet Village Hall
Church Bank
Over Kellet
Carnforth, LA6 1DT

Telephone:

07471 124423

Email Address:

contact@overkelletplaygroup.co.uk

Website Address:

www.overkelletplaygroup.co.uk

Facebook Address:

en-gb.facebook.com/overkelletplaygroup

Trustees:

Trustees on the date the Trustees' Annual Report was approved:

Zoe Midgley (Chair)
Danielle Hodgkinson (Secretary)
Elisabeth Gott (Treasurer)
Lesley Gee
Victoria Karg

Bankers:

Barclays Bank PLC, 38 Market Street, Lancaster, Lancashire, LA1 1HR

Independent Examiner:

Shweta Pankhadiwala, Finance Officer, Lancaster District CVS
The Cornerstone, Sulyard Street, Lancaster, LA1 1PX



The trustees of Over Kellet Playgroup present their Annual Report, together with the accounts for the year ended August 2021, which includes the administrative information and list of the Charity's trustees set out above.

Structure, Governance and Management

- **Nature of Governing Document:** Constitution
- **How the Charity was constituted:** Unincorporated
- **Date of Governing Document:** The Constitution was adopted on 2nd November 1993 and amended on 3rd October 2001. It was re-approved at a General meeting held on 22nd September 2011. Registered on 8th December 1993.

Summary of Activities Undertaken for Public Benefit

Over Kellet Playgroup continues to provide high quality sessional childcare and education in the Village Hall during term-time for children from the age of two until they start school.

While the Coronavirus (Covid-19) pandemic has continued to have an impact on our setting, it is a relief that this year has not seen any further enforced closures. Playgroup opened in September with protective measures in place and remained open as per guidelines during both the November and January/February national lockdowns. We have been very fortunate not to see any spread of infection at Playgroup. However, we have missed meeting parents and carers inside the hall and look forward to further easing of restrictions and a return to normal interactions.

The trustees are very appreciative of all the staff's efforts at this challenging time, in particular their calm and positive approach, flexibility with work hours and determination to maintain high standards of education and care. Our Early Years teacher and manager, Lynsey, has kept the team motivated and parents informed while ensuring the continuation of fun and stimulating activities for the children. We sincerely thank her for her tireless efforts and enthusiasm.

As yet, the biweekly *Enjoy-a-Ball* coaching sessions have not been able to restart. Also, school has understandably not re-opened the pre-school sessions on Monday afternoons. We hope such activities will be reintroduced in the near future.

This year we said goodbye to the long-serving head teacher at Wilson's Endowed Primary School, Jo Williams. The trustees are enormously grateful to her for the assistance and support she has offered Playgroup over many years.

Management of the Charity

In line with our constitution, the trustees (in conjunction with the Playgroup Manager, Deputy Manager and Business Manager) manage the charity. The trustees take an



overseeing role and create formal policies for the charity. Day to day management is carried out by the Playgroup Manager, Deputy Manager and Business Manager.

Financial Activity

The final accounts report a profit of £1,488.77 which is reassuring at such an uncertain time.

The two national lockdowns forced some parents to cut sessions as their employment stopped and occupancy levels also remained lower than expected at other times - reflecting the trend across the Early Years sector during this period. At Christmas the number of hours of attendance were 12% lower than the preceding year and the summer hours of attendance were 10% lower than pre-pandemic July 2019.

Therefore, Playgroup was extremely fortunate that LCC decided to top up the Autumn term Early Education Funding for three and four year olds to match 2019 pre-pandemic attendance levels. Playgroup received an additional payment of £5,984.44 and also a one-off "Covid payment" of £1,000 see *Notes to the Accounts (2)*.

The trustees are very grateful to the *Withers Trust* for its generosity in contributing £1,000 this year towards our Hall hire costs.

It is worth mentioning that without the support highlighted above this year would have seen a deficit of (£6,500). We are pleased to remain a sustainable charity through this turbulent time and will endeavour to continue to provide the best care, education and support to our children, families and community.

As always, the trustees recognise the value of training and staff development with £1,040 being spent on a great range of courses - including Storytelling, Parental Engagement, Wellbeing, Reading, First Aid, Exploring Awe & Wonder, Behaviour and the new Statutory Requirements for the EYFS. One of our brilliant members of staff is also pursuing a Level 3 Apprenticeship and we intend to fully support her with this worthy goal.

Regular communication with parents is vital but the cost of the Teachers2Parents texting service was becoming prohibitive. In September, the trustees decided to terminate this contract and purchase a mobile phone instead. This change proved both efficient and cost effective; as the Village Hall acts as a B4RN hub the decision was also taken to cancel the landline.

Unfortunately, Coronavirus restrictions meant that we couldn't hold our usual Open Afternoons this year and fundraising efforts have been at a standstill. Despite this, the trustees have again carried forward a special efforts designated fund see *Notes to the Accounts (7)* which should eventually enable the resurfacing of the "race-track" play area in the garden. £1,321.50 has been raised so far and any special efforts next year will continue to contribute to this designated fund. The play surface is deteriorating but two grant applications and appeals to local businesses for assistance have been unsuccessful.



Risk Management and Reserves

A breakdown of acknowledged risks and Playgroup's reserve funds is as follows:

Risk 1: The expected number of Playgroup children in attendance in future years is always under review. A financial projection for the following academic year is prepared in the Summer Term and updated as necessary. This allows us to budget for predictable fluctuations in income and expenditure and manage our reserve funds as necessary.

Risk 2: The majority of Playgroup's funding is dependent upon the Government's *Early Education Funding* which is available to all children from the term following their third birthday and also some two year olds; (please see www.lancashire.gov.uk/education/childcare).

Risk 3: Playgroup operates in the Village Hall which is rented on a per hour basis.

Risk 4: Seven of our eight members of staff would be entitled to redundancy payments should Playgroup cease to operate, subject to the terms and conditions of their contracts.

Over Kellet Playgroup holds four reserve funds in order to manage the risks highlighted above. These funds, which are reviewed annually, are as follows:

- *Redundancy Fund*: This fund covers all redundancy obligations, as required by law, in the unlikely event that Playgroup had to close.
- *Emergency Contingency Fund*: This fund represents one term's running costs. It should cover all outstanding liabilities in the unlikely event that Playgroup had to close.
- *Projected Deficit Fund*: This fund covers a projected financial deficit for a specific future year when low income or low numbers of Playgroup children are anticipated.
- *Equipment Replacement Fund*: This fund represents roughly 10% of our equipment assets (furniture, toys, games, craft materials). It should ensure that the quality of our provision is maintained should income fall below expected levels.

In addition, restricted funds are held to support specific areas within our setting: AEN (Additional Educational Needs) and EYPP (Early Years Pupil Premium).

Signed on behalf of the Trustees - Chair (Ms Zoe Midgley) :

Date :



**Independent Examiner's report to the trustees of
Over Kellet Playgroup**

Charity No. 1029338

I report on the accounts for the year 1st September 2020 – 31st August 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shweta Pankhadiwala

Lancaster District CVS

The Cornerstone, Sulyard Street, Lancaster, LA1 1PX.

23rd November 2021



Receipts and Payments Accounts

	<u>2021</u>	note	<u>2020</u>
OPENING BALANCES			
Bank (Barclays Current)	£27,158.37		£23,200.77
Bank (Barclays Business Premium)	£34,209.04		£34,153.80
Cash (in hand)	£121.17		£147.00
	<u>£61,488.58</u>		<u>£57,501.57</u>
INCOME		(1)	
Fees and Early Education Funding (Unrestricted)			
LCC Early Education Funding (3/4Y)	£65,732.91	(2)	£62,393.91
LCC Early Education Funding (2Y)	£13,611.12		£3,750.00
LCC Covid Payment	£1,000.00		-
Fees	<u>£15,792.30</u>		<u>£12,342.00</u>
	£96,136.33		£78,485.91
Early Education Funding (Restricted)			
AEN	£0.00		£1,783.78
Early Years Pupil Premium	<u>£278.25</u>	(3)	<u>£906.30</u>
	£278.25		£2,690.08
Grants (Restricted)			
Coronavirus Job Retention Scheme (Wages)	-		£4,908.24
Withers Trust (Rent)	£1,000.00		£1,000.00
Nursery Milk Scheme (Kitchen)	<u>£572.78</u>		<u>£460.53</u>
	£1,572.78		£6,368.77
Special Efforts (Unrestricted)			
Christmas Open Afternoon	(£20.00)		£434.80
Online Shopping	<u>£10.49</u>		<u>£36.64</u>
	(£9.51)		£471.44
Sundry Income (Unrestricted)			
Donation	£161.90		£50.00
Bank Interest	£7.28		£55.24
	<u>£98,147.03</u>		<u>£88,121.44</u>



	<u>2021</u>	note	<u>2020</u>
OUTGOINGS			
Early Education Funding (Restricted)			
AEN	£97.99	(4)	£1,355.96
Early Years Pupil Premium	£239.57	(5)	£226.79
	<u>£337.56</u>		
Grants (Restricted)			
Coronavirus Job Retention Scheme (Wages)	-		£4,908.24
Withers Trust (Rent)	£1,000.00		£1,000.00
Nursery Milk Scheme (Kitchen)	£572.78		£460.53
	<u>£1,572.78</u>		<u>£6,368.77</u>
General Funds (Unrestricted)			
Wages	£73,712.82		£58,894.73
Payroll	£355.84		£655.94
Accounts and Administration	£6,699.40		£6,367.00
Rent	£6,969.00	(6)	£4,363.25
Training	£1,039.99		£1,162.43
Pre-School Learning Alliance Insurance	£802.13		£802.13
Equipment – <i>Designated Funds</i>	£0.00	(7)	£0.00
Equipment – <i>Non-Designated Funds</i>	£823.31		£1,044.11
Postage, Stationery & Printing	£616.41		£501.53
Kitchen	£183.76		£199.09
Bank Charges re BACS	£48.00		£36.00
Communications / IT	£2,008.59		£1,339.06
OFSTED reg.	£50.00		£50.00
DBS Disclosures	£48.29		-
Early Years Alliance Membership	£109.25		£108.00
LCC - SSG Membership	£577.50	(8)	£0.00
Maintenance	£428.22		£366.48
Staff Uniform	£4.00		-
Sundry Outgoings	£271.41		£293.16
	<u>£96,658.26</u>		<u>£84,134.43</u>
CLOSING BALANCES			
Bank (Barclays Current)	£28,619.60		£27,158.37
Bank (Barclays Business Premium)	£34,216.32		£34,209.04
Cash (in hand)	£141.43		£121.17
	<u>£62,977.35</u>		<u>£61,488.58</u>



Statement of Assets and Liabilities

Account Balances (at Year End 31st August 2021)

	31 st August 2021	31 st August 2020	Change
Bank (Barclays Current)	* £28,619.60	£27,158.37	£1,461.23
Bank (Barclays Business Premium)	£34,216.32	£34,209.04	£7.28
Cash (in hand)	£141.43	£121.17	£20.26
	£62,977.35	£61,488.58	£1,488.77

* £31,289.70 (less un-presented cheques £1432.25, £798, £52.59 and £383.70 and less pending D/DR £8.80 and plus pending D/DR refund £5.24).

The Charity had no other liabilities at Year End 31st August 2021.

Restricted Funds (at Year End 31st August 2021)

	31 st August 2021
AEN (4)	£939.33
EYPP (5)	£718.19
Withers Trust (Rent)	£0.00
Nursery Milk Scheme (Kitchen)	£0.00
	£1,657.52

Reserve Funds (at Year End 31st August 2021)

	31 st August 2021
Redundancy Fund	£25,871
Emergency Contingency Fund	£32,219
Projected Deficit Fund *	£2000
Equipment Replacement Fund	£2,500
	£62,590

In line with our Reserves Policy, as outlined in *Risk Management and Reserves* (see page 4).

* A deficit is possible in the year 2021/22 due to the uncertainties surrounding the Coronavirus pandemic.



Assets (at Year End 31st August 2021)

Item	Qty	Purchase Value	Purchase Date	Depreciation since new	Value @ 31 st August 2021
Shed	1	£444.85	12 Jan 12	£444.85	£0.00
Playhouse (replaced May 14)	1	£462.89	12 Jan 12	£462.89	£0.00
Storage tower	1	£245.34	18 May 12	£245.34	£0.00
Mobile book case	1	£155.94	29 Jun 12	£155.94	£0.00
Clic construction	1	£111.24	16 Nov 12	£111.24	£0.00
Fire station set	1	£136.68	16 Nov 12	£136.68	£0.00
Dolls house	1	£260.10	26 Apr 13	£260.10	£0.00
Interstar construction	1	£147.54	3 May 13	£147.54	£0.00
Busyfold display board	1	£115.92	20 Sep 13	£115.92	£0.00
Construction site/bricks	1	£348.00	1 Oct 13	£348.00	£0.00
Dressing-up rail	1	£163.44	25 Oct 13	£163.44	£0.00
Trikes	3	£319.13	4 Apr 14	£319.13	£0.00
Laptop <i>Playgroup Manager</i> (IT)	1	£409.98	31 Jul 14	£409.98	£0.00
Apple Ipad / case (IT)	2	£745.29	13 Aug 14	£745.29	£0.00
Laptop <i>Business Manager</i> (IT)	1	£399.00	16 Nov 14	£399.00	£0.00
Easel	1	£161.88	14 Aug 15	£161.88	£0.00
Sand and water tray	1	£105.54	14 Aug 15	£105.54	£0.00
Circular red table	1	£203.52	14 Aug 15	£203.52	£0.00
Rolly ride-on tractor	1	£116.00	1 Sep 15	£116.00	£0.00
Filing cabinet	1	£119.99	12 Feb 16	£119.99	£0.00
Laminator	1	£125.99	24 Jan 17	£125.99	£0.00
New garden area	1	£2021.00	21 Apr 17	£2021.00	£0.00
Artificial grass	1	£911.20	12 Jun 17	£911.20	£0.00
Mud sink bench	1	£122.00	4 Sep 17	£122.00	£0.00
Screen	1	£210.00	9 Apr 18	£183.75	£26.25
Apple Ipad / case (IT)	1	£398.99	19 Nov 19	£232.74	£166.25
Motorola Moto G8 (IT)	1	£168.50	26 Sep 20	£56.16	£112.34
Acer Aspire3 Laptop(IT)	2	£798.00	30 Aug 21	£0	£798.00
					£1,102.84

Depreciation is calculated at 33.33% straight line for IT equipment and 25% straight line for other items. This list is only partially populated, with new assets being listed from 1st September, 2011. Only assets with a financial value above £100, in line with the depreciation statement above, will be listed here.



Notes to the Accounts

- (1) These accounts have been prepared on a receipts and payments basis.
- (2) The Early Education Funding (3/4Y) total received from LCC includes a top-up payment for the Autumn term of £5,984.44. Funding was topped up to match Autumn 2019 attendance levels in recognition of the drop in occupancy rates across the Early Years sector due to the Coronavirus pandemic. The true Early Education Funding (3/4Y) total is therefore £59,748.47. A one-off "Covid payment" of £1,000 was also received from LCC as additional Early Education Funding.
- (3) The EYPP (Early Years Pupil Premium) is additional funding aimed at improving the education of disadvantaged three and four year olds. It equates to £0.53 per hour per eligible child.

- (4) Annual AEN (Additional Educational Needs) outgoings and totals are as follows:

<i>Wages</i>	(£9.02)
<i>Training</i>	(£48.76)
<i>Postage, Stationery & Printing</i>	(£3.23)
<i>Equipment</i>	(£36.98)
	(£97.99)
<i>2020 AEN Restricted Fund b/f</i>	£1,037.32
<i>2020/21 Disability Access & Inclusion Funds</i>	£0.00
<i>2021 AEN Restricted Fund c/f</i>	£939.33

- (5) Annual EYPP (Early Years Pupil Premium) outgoings and totals are as follows:

<i>Training</i>	(£193.48)
<i>Equipment</i>	(£46.09)
	(£239.57)
<i>2020 EYPP Restricted Fund b/f</i>	£679.51
<i>2020/21 EYPP</i>	£278.25
<i>2021 EYPP Restricted Fund c/f</i>	£718.19

- (6) No rent was charged by *Over Kellet Village Hall* during the enforced Coronavirus pandemic closure so the 2020 total was lower than projected.
- (7) The "race-track" play area in the Village Hall's garden is in urgent need of resurfacing. A fund is designated for this purpose but the Coronavirus pandemic has disrupted fundraising efforts.

<i>2020 Designated Fund b/f</i>	£1,169.11
<i>2020/21 Donations</i>	£161.90
<i>2020/21 Special Efforts</i>	(£9.51)
<i>2021 Designated Fund c/f</i>	£1,321.50

- (8) LCC did not charge a Setting Service Guarantee fee for the first two quarters of the 2020 tax year due to the financial impact of the Coronavirus pandemic on Early Years settings. Consequently, this year's total is high because it includes the fee for six quarters (October 20 to March 22).



Chair's Report

Another difficult year has passed by for playgroup, along with all other educational settings. While the Coronavirus (Covid-19) pandemic has continued to have an impact on our setting, it is a relief that this year has not seen any further enforced closures. Playgroup opened in September with protective measures in place and remained open as per guidelines during both the November and January/February national lockdowns and the trustees are very grateful to the hard work of staff for ensuring playgroup stayed open throughout. This has not been an easy task with daily emails from the Department of Education with the latest advice to be understood, implemented and communicated to parents. We have been very fortunate not to see any spread of infection at Playgroup throughout the year to the end of summer term 2021. However, we have missed meeting parents and carers inside the hall and look forward to further easing of restrictions and a return to normal interactions.

The trustees are very appreciative of all the staff's efforts at this challenging time, in particular their calm and positive approach, flexibility with work hours and determination to maintain high standards of education and care. Our Early Years teacher and manager, Lynsey, has kept the team motivated and parents informed while ensuring the continuation of fun and stimulating activities for the children. We sincerely thank her for her tireless efforts and enthusiasm.

As yet, the biweekly Enjoy-a-Ball coaching sessions have not been able to restart. Also, school could understandably not re-open the pre-school sessions on Monday afternoons. We did however manage two afternoon sessions for the pre-schoolers at school before they moved up and before and after school provision continued to be accessible to our children throughout if required.

This year we said goodbye to the long-serving head teacher at Wilson's Endowed Primary School, Jo Williams. The trustees are enormously grateful to her for the assistance and support she has offered Playgroup over many years, particularly at difficult times and during the pandemic to ensure key worker parents could continue to work. We wish her well in future endeavours. We welcome the new head teacher Darren Newiss. We hope to build a similar relationship so playgroup staff can continue the excellent work they do to prepare the children for school and the pre-school sessions which are hugely beneficial to the children, and they really enjoy can continue.

The trustees are very grateful to the Withers Trust for its generosity in contributing £1,000 this year towards our Hall hire costs. We would also like to thank the village hall for all their support as always and accommodating our playgroup allowing it to be an asset to the village.

As always, the trustees recognise the value of training and staff development with £1,040 being spent on a great range of courses - including Storytelling, Parental Engagement, Wellbeing, Reading, First Aid, Exploring Awe & Wonder, Behaviour and the new Statutory Requirements for the EYFS. Investing in training and staff themselves motivates and brings out the best in them as individuals, which will then reflect onto the children's experiences and education. One of our brilliant members of staff Kirsty is also pursuing a Level 3 Apprenticeship and we intend to fully support her with this worthy goal. A thank you to Rachel for all her hard work with SENCo and persevering in what can be a challenging area. We will support Rachel with whatever she needs to carry out this role as her skills and experience in this area are of huge benefit to the children whose needs require extra support.



Unfortunately, Coronavirus restrictions meant that we couldn't hold our usual Open Afternoons this year and fundraising efforts have been at a standstill. Despite this, the trustees have again carried forward a special efforts designated fund which should eventually enable the resurfacing of the "race-track" play area in the garden. £1,321.50 has been raised so far and any special efforts next year will continue to contribute to this designated fund. The play surface is deteriorating but two grant applications and appeals to local businesses for assistance have been unsuccessful. This will become a priority for the coming year to ensure the children can continue to enjoy the all-weather outdoor area.

A thank you must also go to parents for complying with NHS track and Trace requirements, Department of Education requirements and the government's continually changing advice as the course of the pandemic changed. This allowed playgroup to run smoothly without any disruption to our children's early years education. Also thank you to the children who adapt to anything thrown at them with smiles on their faces, we hope this year can be even more back to normal for them.

Lastly a big thank you goes to one of our trustees who is standing down, Lesley Gee. Lesley came onto the committee with a wealth of education experience and her ideas and knowledge have been of huge benefit to the committee, staff and playgroup. We are very grateful for all her help and advice she has given us with the village hall and in particular with staff appraisals. Lesley has put a lot of work into these and ensuring staff have goals to motivate them for the future year alongside Lynsey's targets. We wish you all the best in all your other commitments and we will continue to work alongside you in your other village committee roles.

Zoe Midgley